

2015-2016 OSTP Afterschool Program: Required Afterschool Subsidy Documents

The afterschool enrollment process has been simplified this year, so most families will not need to submit more documents after completing the online enrollment form. Based on your student's school and student data on file, some families will be notified through the online enrollment process that they need to bring *additional* documentation to their child's school. If your family needs to bring in documentation, those items will be due by **Wednesday, August 19** or sooner to hold your student's seat. If you have questions about which documents to provide, contact Heidi Schultheis in the Office of Out of School Time Programs, at 202-442-5002.

To apply for subsidized (reduced/free) afterschool co-payment, you must provide the following documents, and **they must be dated within 30 days of the date that you sign your application at your child's school:**

- Parent/guardian relationship to the enrolling student(s);
- Total household income (within 30 days of afterschool enrollment); and
- D.C. residency (within 30 days of enrollment).

Proof of Relationship:

Any of the following methods may be used to demonstrate relationship to the enrolling student(s):

Documentation of active TANF status from a DHS case worker which includes full name(s) of enrolling child(ren) and full name of adult applicant (must be within 30 days of afterschool enrollment)
Active Automated Client Eligibility Determination System (ACEDS) printout including full name(s) of enrolling child(ren) and full name of adult applicant (must be within 30 days of application)
Birth certificate (must include full name of enrolling child and full name of adult applicant and must be either full-page or half-page. Wallet-size cards are not acceptable)
Verification of Guardianship: Adoption papers/court documents with finalization date (all pages in the order must be present, must state full name(s) of enrolling child(ren) and full name of adult applicant)
Child and Family Services Agency (CFSA) verification of guardianship (must include full name(s) of enrolling child(ren) and full name of adult applicant, and must be within 30 days of afterschool enrollment)
A benefit statement proving that the adult applicant receives a benefit payment for the child (such as Social Security Income or Survivor's Benefits). Must include full name of enrolling child and full name of adult applicant and must be within 30 days of afterschool enrollment.

Proof of Income:

Proof of income must be provided for each parent/guardian in the household and for the enrolling child(ren), if applicable. All sources of household income must be reported and documented. Children with both parents living together and one parent/guardian with no income are ineligible for subsidy.

All applicable documents from the following list may be used to demonstrate income eligibility:

Documentation of active TANF status from a DHS case worker which includes full name(s) of enrolling child(ren) and full name of adult applicant, and the status and amount of the benefit (must be within 30 days of afterschool enrollment)
Active Automated Client Eligibility Determination System (ACEDS) printout which includes full name(s) of enrolling child(ren), full name of adult applicant, and the status and amount of the benefit (must be within 30 days of application)
A letter from employer (Note: This is acceptable only if the adult applicant has a new job, or is paid only in cash. The letter must specify full name of employee, hours of work, gross salary, method of payment, employer address, supervisor name and telephone number, and must be dated within 30 days of afterschool enrollment. If adult applicant has a new job, he/she must provide first three (3) consecutive paystubs after afterschool enrollment)
Original copies of three (3) consecutive pay stubs for all parents/guardians in the household (must include full name of employee and must be within 30 days of afterschool enrollment. Original and/or electronic paystub printouts are acceptable)
If self-employed only, must supply the same documents used for income tax filings purposes (one current bank statement with full name of adult applicant dated within 30 days of afterschool enrollment showing income deposits, a 30-day manifest, a copy of your most recent D-40 tax return and all schedules must be submitted)
Verification of Child Support (must include full name of enrolling child(ren) and full name of adult applicant, and must be within 30 days of afterschool enrollment)
Copies of three (3) consecutive Unemployment Weekly Benefits Statements (must include full name of adult applicant, and must be within 30 days of afterschool enrollment)
Statement from any type of monetary benefit such as Social Security Income, Supplemental Security Income, Disability income, Survivor's Benefits, Veteran's Benefits, etc. (must specify amount and frequency of payments, must include full name of adult applicant and full name of enrolling child, if applicable, and must be within 30 days of afterschool enrollment)

Proof of D.C. Residency:

Any of the following methods may be used to verify District of Columbia residency:

Documentation of active TANF, Medicaid, or Food Stamp status (must include full name of enrolling child(ren) and full name of adult applicant, must include applicant address, and must be within 30 days of afterschool enrollment)
A current, official rent receipt (must be on company letterhead, must indicate full name and address of adult applicant, and must be within 30 days of afterschool enrollment)
A mortgage statement in parent/guardian's name (must indicate full name and address of adult applicant and must be within 30 days of afterschool enrollment)
Lease, mortgage, or housing subsidy document (must include full name and address of adult applicant and must be within 30 days of afterschool enrollment)
A utility bill or home phone bill (cell phone bills are unacceptable, and E-bills must be accompanied by two (2) pieces of mail in full name of adult applicant within 30 days of afterschool enrollment)
If living with another person, adult applicant must provide a notarized letter from the person with whom he/she lives and two (2) pieces of mail in adult applicant's full name with the contents dated no older than 30 days of afterschool enrollment. The notarized letter must include full name of adult applicant and full name(s) of the applicant's child(ren) who reside(s) in the home



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